Certificate of Completion

Print on letter-size paper in landscape orientation, or generate as a PDF from your LMS. Replace every [Placeholder]. Keep the certificate ID and the details in the record section identical to the entry in your training log.

CERTIFICATE WORDING

[Company Name]

Certificate of Completion

This certifies that

[Employee Full Name]

has successfully completed

[Course Title]

[One-line course description, for example: an 8-hour instructor-led program covering de-escalation, call control and complaint handling]

Completed on [Completion Date] at [Location or Delivery Method: classroom, virtual, e-learning]

Total training time: [Number] hours

[Optional: Assessment result: Passed with a score of [Score]% (passing score [Pass Mark]%)]

[Optional: Continuing education credit: [Number] CEUs / [Number] contact hours, provider [Provider Name and Number]]

SIGNATURES

Trainer or instructor name and signature _____ Date _____

Training manager or authorized HR signature _____ Date _____

Date issued _____

RECORD DETAILS (PRINTED SMALL AT THE BOTTOM OF THE CERTIFICATE)

Certificate ID _____

Employee ID _____

Course code and version _____

Training type

☐ New-hire training ☐ Compliance or regulatory ☐ Safety ☐ Skills or technical

☐ Leadership ☐ Product or process

Evaluation method

☐ Attendance only ☐ Written test ☐ Practical evaluation ☐ Observed performance
☐ Role-play assessment

Expiry or refresher due date (if the course must be repeated)

Verification contact (email or phone of the training team)

SHORT VERSION FOR E-LEARNING MODULES

[Company Name] confirms that [Employee Full Name] completed [Course Title] ([Course Code], version [Version]) on [Completion Date], with a final assessment score of [Score]%. Certificate ID [Certificate ID]. Valid until [Expiry Date or 'no expiry'].